



Code of Ethics

Virginia Department of Business Assistance

The Virginia Department of Business Assistance (VDBA) Code of Ethics is structured to identify principles, practices and policies that shall be followed by VDBA's staff for the public benefit. To further these objectives all of the staff of VDBA is enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Such standards of professional conduct as set forth in this Code of Ethics are issued in order to enhance the performance and integrity of all persons engaged in VDBA operations and activities.

1. Uphold both the letter and the spirit of the Constitution of Virginia, laws, regulations, policies and procedures governing our actions; never be a party to their evasion; and report violations to appropriate authorities.
2. Act and be dedicated to the highest ideals of honor, integrity and virtue in all public and professional relationships to merit the respect, trust and confidence of governing officials, employees and the public.
3. Actively avoid the appearance of, or the fact of, conflicting interests. Strive to discharge our duties without favor and refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of our duties. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for oneself or one's family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of our public duties.
4. Strive to provide the highest quality of performance and counsel and seek to find and employ the most efficient and economical ways of getting tasks accomplished. Exercise prudence and integrity in the management of funds in our custody and in all financial transactions.
5. Demonstrate professional integrity in the issuance and management of information. Never knowingly sign, subscribe to or permit the issuance of any statement or report which contains any misstatement or which omits any material fact. Strive to be sensitive and responsive to the rights and inquiries from the public and the media within the framework of government policy. Respect and protect privileged information to which we have access by virtue of office. Never use any confidential information in the performance of governmental duties as a means of making private profit.
6. Manage all matters of personnel within the scope of our authority so that fairness and

impartiality governs our decisions. Promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practices.

7. Uphold these principles, ever conscious that public office is a public trust.